

SF182 Instructions for Group Training

Currently, the AgLearn system is set up to submit an electronic SF182 per individual and does not accommodate entering an SF182 for multiple individuals (groups) at one time. Until this option is made available in AgLearn, the following procedures apply:

An SF182 can be submitted for groups through AgLearn by entering your established “ARS_GRP_TRAINING” in the “user ID” field from the “user management menu tab” (see table for steps and groups of users). This form is only used to complete the request and send to the vendor. No true name is attached to it. You **“must”** submit an SF-182 for each individual to cover the cost of the training and credit the learning history, see instructions below.

If you cannot access the SF-182 through AgLearn, you may use the OPM paper form. The paper SF-182 form can be located on the OPM website at: http://www.opm.gov/forms/pdf_fill/SF182.pdf. The paper SF182 should be accurately completed and routed through the proper channels for approval. Agency specific instructions for completing the SF182 can be located on the AFM website at: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>. Once approval is received, the SF182 can be sent to the vendor and/or NFC for payment.

ARS SF-182 User Groups	Steps to Enter Group SF-182
ARS_GRP_TRAINING	<ol style="list-style-type: none">1. Log into AgLearn as an administrator: www.aglearn.usda.gov.2. Click the “user management” menu tab3. From the “user ID” field, enter your established ARS Group4. Click Search5. Scroll to bottom of page, click the “pencil” icon to enter the record6. Click the “SF-182 Request” tab7. Scroll to bottom of page, click “new request”8. Enter the appropriate info in all fields. Refer to SF-182 Instructions as needed.9. For fields A6, 14-16 enter the following: A6 – Check the appropriate box. If supervisory, check supervisory, etc. A14 – enter GS A15 – enter 00 A16 – enter 010. The form can go through normal approvals or you can check the “submit as approved” and get pen signatures.
ARS-AFM_GRP_TRAINING	
ARS-BA_GRP_TRAINING	
ARS-HQ_GRP_TRAINING	
ARS-MSA_GRP_TRAINING	
ARS-MWA_GRP_TRAINING	
ARS-NAA_GRP_TRAINING	
ARS-NAL_GRP_TRAINING	
ARS-NPA_GRP_TRAINING	
ARS-PWA_GRP_TRAINING	
ARS-SAA_GRP_TRAINING	
ARS-SPA_GRP_TRAINING	
Note: For training that include attendees from multiple Area Offices or REE agencies, use the ARS group.	



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Approvals: Ensure appropriate supervisory approvals are received when coordinating group training events since one document is used for multiple users, sometimes from multiple offices.

Payment: Payment can be made using an accounting code for dollar amounts up to the \$100,000 threshold and/or by credit card for payments \$2500 or less.

Recording: Individual SF182's **must** be recorded in AgLearn with the appropriate costs for each attendee for tracking and recording purposes. To ensure the appropriate cost is captured for each attendee, enter the SF182s after the training event is over.

Coordinator/Training Designee Responsibilities:

- It is your responsibility to ensure the submission process is carried through to the finish.
- Individual SF182s must be recorded in AgLearn for employees that **attended** the training session(s) – these SF182s do not get sent to the vendor or NFC, but are recorded in AgLearn to report cost to OPM – www.aglearn.usda.gov.
- Provide a list of attendees along with instructions on how to submit.
- Provide the title of the course as it appears on the original SF182.
- Provide actual dates of course (some instances the dates may vary).
- Provide the individual breakdown of cost per participant – Be sure to divide cost based on the number of participants that **actually** attended the training, divided by the total cost of the training.

Instructions for Creating Individual SF182s in AgLearn			
1.	Section B.2a. – Enter the correct title of course. Be consistent with what was entered on the original SF182.	2.	Section B.3. & B.4. - Dates of training: use the actual dates of training – I.e. original SF182 paid for three sessions of 25 attendees, training dates were October 8, 15, & 22 nd .
3.	Section C.1. - Cost breakdown should be based on the actual number of attendees - I.e. if course was \$25,000 and there were 50 participants, cost per person is \$500.	4.	Section C.2. - Travel cost: provide the individual travel cost, as appropriate. Estimates are accepted.
5.	No approval is not needed because the original document contained the approval, therefore, before clicking submit, select the “submit as approved” check box – this allows the admin to approve the form and by pass the approval process. (especially helpful when submitting an SF-182 after the date has passed)	6.	Select the “save data for another user” check box – this allows the admin to save the data already completed on the form for other attendees – note: be sure to change personal data for each attendee.
7.	Click submit.	8.	You will be returned to the original SF182 in order to submit the form for the next user.
9.	Scroll to bottom, Click the “select another user” button.	10.	Search for next user by entering last name, first name, click search, select user.



11.	Continue the process until all users have an individual SF182 submitted for the training.		
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Verifying Attendance to Credit the User's Completed Work:

- AgLearn will send an email notification to the employee and supervisor requesting verification of attendance in the training session.
- The employee should verify whether he/she attended all sessions.
- Upon verification, notification is sent to the supervisor to verify attendance.
- Once verification is received, the AgLearn system will automatically update each participant's learning history.

Note: An administrator can verify attendance at his/her discretion and the AgLearn system will update the user's Completed Work record.